

## **Peter Brown**

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August 31, 2023

Proofreader  
PO Box 291  
Plymouth Meeting, PA 19462

To Whom It May Concern:

I am writing in response to your ad in Sunday's *Philadelphia Inquirer* for a proofreader.

A number of points in your ad attract and interest me including the fact that it is part-time and that the job would include copy editing as well as input on copy.

I was on the editorial staff of the *Welcomat* newspaper (which is now *Philadelphia Weekly*) for more than five years. During that time in addition to being the paper's primary popular music writer, I was copy editor, production manager, proofreader, music editor and associate editor.

Since leaving the paper, I have worked as a temp and freelancer proofing and copy editing for several ad agencies (including Elkman, Al Paul Lefton and Shamlan); financial institutions (Vanguard); and educational organizations, (International Reading Association) on projects that included print ads, websites, manuals, articles, catalogs and books.

As I am also a freelance writer and musician, the hours for this job seem perfect and I can be very flexible.

My salary requirement would be a minimum of \$15.00 per hour.

My resume is enclosed.

Thank you for your consideration. I look forward to your response.

Sincerely,

Peter S. Brown